



Questions concerning this form should be directed
to the Payroll Security Administrator at 537-9176

State of Utah Payroll System Agency Access Request Form

Request Type

New (All Sections)

Delete (Sections 1 & 4)

Change (Choose Type of Change)

Type of Change

Role (Sections 1, 2 & 4)

Agency/Org (Sections 1, 3 & 4)

Name (Sections 1 & 4)

Mail or fax completed form to DAS/Finance,
Attention PAYROLL Security.
FAX: 538-3244

Section 1 Employee Information

Last Name

First Name

M. I.

Employee Number

Phone

E-Mail Address

Section 2 Select Role

Note: Refer to page 2 of this form for a definition of the security roles.

Time Entry Operator

Agency Payroll Coordinator

Payroll Monitor

Accountant

Section 3 Agency/Organization Information

List all orgs and/or org ranges the employee should access. The employee will have security for **only** the orgs listed below.
All previously authorized orgs will be DELETED from his/her security.

Agency Number & Name

Organizations: (Enter one organization or organization range per box. Enter org ranges in the format org thru org, e.g. 1000 thru 1199.)

This is the entire range of Organizations to which access will be given.

Section 4 Authorized Signatures

I understand the payroll system and its data are considered to be private and confidential in nature. It is a breach of security to divulge my logon ID and password. Failure to maintain the confidentiality of the data, my logon ID, and my password could result in removal of my access to the system and/or disciplinary action.

User

Date

Supervisor

Date

Agency Payroll Coordinator

Date

Click below to....

Find Your Agency Payroll Coordinator

Payroll Access Roles

Functions (1/15/2002)	Time Entry Operator	Agency Payroll Coordinator	Payroll Monitor	Accountant
Enter Time, Other Pay, and Retroactive Corrections Including Leave	X			
View Time and Other Pay		X		
Change Daily Scheduled Hours	X			
Change Employee Default FINET Coding	X	X		X
View Employee Master Data	X	X	X	
View Leave Balance Information	X	X	X	
Reports After Entry				
View Time Entered Information	X	X	X	
Time Entered After Cutoff	X	X	X	
Reports After Time Evaluation				
View Time Sheet Information after Evaluation	X	X	X	
Time Statement	X	X	X	
Simulate Employee Paychecks	X	X	X	
Time Edit Report	X	X	X	
Time Summary	X	X	X	
Reports After Payroll Run				
Pay Statements	X	X	X	
Wage Type Reporter	X	X	X	
Payroll Results Edit Report	X	X	X	
Payroll Journal	X	X	X	
Reports - Other				
Print Blank Bi-Weekly Timesheets	X	X	X	X
Report on New Hires and Incoming Transfers	X	X	X	X
Report on Leave History	X	X	X	
Time Sheet Check List	X	X	X	